



## **POSITION ANNOUNCEMENT PROGRAM OFFICER**

Local Initiatives Support Corporation (LISC) seeks a Program Officer for the AmeriCorps Program in the New York LISC Office.

### **DESCRIPTION OF ORGANIZATION**

LISC, one of the nation's leading non-profit corporations, helps local people rebuild deteriorated neighborhoods across America. It provides financing and technical know-how to non-profit community development organizations to transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity – good places to work, do business, and raise children. These neighborhood based groups develop affordable housing, spur commercial investment, create jobs, and expand other services that improve the quality of life in the low-income communities where they live and work. LISC provides grants and loans, as well as equity, for affordable housing development and commercial development in low-income neighborhoods.

The goals of the AmeriCorps program are to couple national service with extensive training as an entry-level opportunity for AmeriCorps members so that the pool of trained professionals in the community development field, particularly among people of color and those from the communities served by the non profit organization, is expanded. The program also seeks to provide the non-profit partner and their neighborhoods with needed human resources to assist in revitalization efforts. AmeriCorps members play a variety of roles at these organizations as part of LISC's strategic efforts to create more comprehensive and integrated approaches to community development. These new approaches fall under LISC's "Sustainable Communities" strategic plan framework. Members help promote volunteerism and civic engagement by encouraging neighbors to take active roles in helping to transform their communities and build partnerships. The program will be starting its 15<sup>th</sup> year in September 2008 and expects to place 150 AmeriCorps members with non-profit partners in the local LISC program areas of: Bay Area, Chicago, Houston, Jacksonville, Los Angeles, Michigan, Rhode Island, San Diego, and South Florida.

### **POSITION DESCRIPTION**

The role of the Program Officer is to provide support to the field staff, members, site supervisors, and the Program Director in order to create an environment that fosters professional and leadership development among the AmeriCorps members. Specific responsibilities include:

- Provide resources for local member and supervisor orientations that incorporate an overview of national service, the LISC AmeriCorps program, member benefits, roles and responsibilities of participants, along with how to set and measure performance goals.

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- Work with LISC Operating Sites to ensure high quality service projects and provide technical assistance including reaching resolution of issues related to service activities, placement concerns and grievances, establishing performance measures, reporting, member benefits and grant administration.
- Assist in the implementation of an external and internal evaluation plan to evaluate the AmeriCorps program
- Assist in budgeting, monitoring expenses, and ensuring compliance with grant provisions.
- Coordinate, organize and develop a national leadership conference for AmeriCorps members including identifying training needs, developing materials, evaluating sessions, and arranging logistics.
- Utilize LISC technology tools and Web 2.0 products to participants' increase access to program information including generating content and disseminating communication materials

## **QUALIFICATIONS**

The Program Officer should be familiar with national service or volunteer programs. The ideal candidate will be proficient with using technology including MS Word, Excel, Access, Power Point, the internet, and Web 2.0 applications. Excellent verbal and written communication skills are essential. Attention to detail and excellent organizational skills required. The ability to facilitate teamwork is important. Familiarity with evaluation techniques preferred. A pro-active self-starter with the ability to work equally well independently or as part of a team is strongly desired. The ideal candidate is one who can work with multiple role demands in a fast-paced environment. Travel is required.

LISC provides a competitive salary and excellent benefits.

### **APPLY:**

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